

VERIFIED MOTION FOR CONTEMPT

General Instructions

PLEASE READ FIRST: It is very important for you to know that when you sign a Court document, you may be helping or hurting your case. Before you sign any Court document or get involved with a Court case, it is important that you see a lawyer to make sure you are doing the right thing. Although there are risks in self-representation, should you choose to represent yourself you must be prepared. Although these forms have been prepared to help you represent yourself, you should know that certain Courts have their own procedures and may not accept every form. You may represent yourself in court, but you will have to abide by the appropriate court rules, Indiana Rules of Evidence, Indiana Rules of Trial Procedure, and any local rules. For additional information, you may refer to the Indiana Self-Service Legal Center which can be found at www.in.gov/judiciary/selfservice/index.html. For legal advice about your case, you should contact a lawyer.

Step 1: Who should use this packet

You should use these forms if:

1. You have a Court order giving you certain rights and/or imposing certain duties or obligations on another party,
2. The other party has failed to meet his or her duty or obligation, and
3. You would like the Court to hold the other party in contempt for disobeying that Court order.

Step 2: What this packet contains

This packet contains forms for you to fill out and take to the Court. There are three forms in this packet. This packet also contains instructions.

Step 3: Which forms to fill out

You must fill out all three forms.

1. Appearance form
2. Verified Motion for Contempt
3. Order to Appear and Notice of Hearing

Step 4: How to File These Forms

1. Follow the instructions attached to each form to fill it out. You will need to look at a copy of your Court Order to answer questions on these forms. You will need to type or print neatly in black ink. Do not print on the back or sides of the forms, print only in the blanks provided.
2. Before filing these forms, check with your local Clerk to find out the number of copies you must provide and to find out the Clerk procedure for advising the other party of the hearing date.

3. Prepare the required number of copies of the forms that you have filled out.
4. Take the forms and copies to the Clerk in the Court where the action was originally filed. The Clerk will file stamp the forms, keep the originals and necessary copies, and hand back the rest of the copies to you. Leave two stamped envelopes, one with your address and one with the other side's address, with the Clerk for mailing the Order.

Instructions for filling out the *Appearance* (Form #1)

The instructions below correspond to the line numbers on the forms. Check the box in the first column as you complete each line.

	Line #	Instructions
	1 - 11	Look at the Court papers you have from this case. Copy the title as it appears on those court papers.
	17	In the first blank, print whether you are the Petitioner or Respondent as it appears on the Court papers you have from this case. In the second blank, print your complete name.
	21 & 22	If this is a family law case, print the names and social security numbers of all family members involved in this case.
	23	If this is a family law case, print the number of children involved in this case.
	24	Check "Yes" or "No" depending on whether there are other Court cases involving yourself and the other party.
	25	For each case, you should describe what kind of case it is, name the Court that the case is in, and give the case number of the case.
	26	Sign your name.
	28	Print your name.
	30	Print your complete mailing address.
	32	Print your town, state, and zip code.
	34	Print your telephone number, with area code.

Instructions for filling out the Verified Motion for Contempt (Form #2)

The instructions below correspond to the line numbers on the forms. Check the box in the first column as you complete each line.

	Line #	Instructions
	1 - 3	Look at the court papers you have from this case. Copy the title as it appears on those court papers.
	5 - 7	Print the full name of the Petitioner as it appears on your Court papers along with the Petitioner's home address.
	10 - 12	Print the full name of the Respondent as it appears on your Court papers along with the Respondent's home address.
	16	Print your full name.
	19	Print the date the Court Order was issued in the first blank. Print the full name of the other side in the second blank.
	22	Circle the appropriate parenthesis; either the other party was ordered to (do), or (not to) do something.
	22 – 26	State what the other side was ordered to do or not to do by citing and referring to specific provisions in the Court Order.
	28 - 32	State how the other side has violated the Court Order. Be brief and specific! State dates, times, and locations.
	34	Print the full name of the other side.
	39	Sign your name.
	41	Print your name.
	43	Print your complete mailing address.
	45	Print your town, state, and zip code.
	47	Print your telephone number, with area code.

Instructions for filling out the Order to Appear and Notice of Hearing (Form #3)

The instructions below correspond to the line numbers on the forms. Check the box in the first column as you complete each line.

	Line #	Instructions
	1 - 3	Look at the court papers you have from this case. Copy the title as it appears on those court papers.
	5 - 7	Print the full name of the Petitioner as it appears on your Court papers along with the Petitioner's home address.
	10 - 12	Print the full name of the Respondent as it appears on your Court papers along with the Respondent's home address.
	17 - 19	Print the name and home address of the other side.
	26	Print the full name of the other side. Next, circle "lives" if you want the other side given these papers at their house and you will provide this address in line 28, or circle "works" if you want the other side given these papers at their place of employment and you will provide this address in line 28.
	28	Print the address you are providing for the other side which is where you want them to be given these papers.
	30	Print the name of the Court in the first blank. Print the address where the Court is located in the second blank. Print the city or town where the Court is located in the third blank. Call the Court to make sure you have the correct information.
	32	The Court Clerk will print the date, month, the year, and the time of your hearing in these blanks.
	39 & 41	If you are granted a hearing in this matter, the Court will fill in these blanks.
	57 - 102	Leave these lines blank.